

Application for Enrolment as a Probationary Candidate for Degree of Doctor of Philosophy (PhD) or Masters by Research

To be lodged with Research Services after completion of Sections A, B & C

What degree are you applying for? (Please tick the appropriate box)

Doctor of Philosophy (PhD)

Masters by Research

Section A, B and C must be completed by the **Applicant**

Section D by the **Supervisors**

Section E by the **Associate Dean, Research/HDR Co-ordinator**

Section F by the **Research Higher Degrees Sub-Committee**

Section G by **Research Services and Dean of the Faculty** (if applicable)

Applicants are advised to take particular care that all documents required are attached to the form before it is handed to Research Services (Original documents will be returned to the candidate at the time of enrolment)

Section A: Personal Details and Research Experience (for completion by the Applicant)

Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Surname		Given Name/s	
Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>				
Address (Note: if your address changes please inform the Research Services Office)				Date of Birth	
Contact Numbers					
Home		Mobile		Fax	
Email Address					
Are you currently enrolled at the Ballarat or Gippsland Campus?			Have you previously been enrolled at the Ballarat or Gippsland Campus?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Are you a full-time staff member at the Ballarat or Gippsland Campus?			Student ID (if known)		
Yes <input type="checkbox"/>	No <input type="checkbox"/>				

Eligibility for Admission-Doctor of Philosophy

(1) To be eligible for admission as a candidate for the degree of Doctor of Philosophy a person must:

- a) have graduated with or qualified for a Masters degree that included a dissertation demonstrating the ability to undertake research at PhD level; or
- b) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours at first class honours or second class, upper division, honours level, that included a dissertation demonstrating the ability to undertake research at PhD level; OR
- c) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; OR
- d) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed in (1) (a), (b) and (c).

Note: An applicant who seeks entry on the basis of the latter option (d) is required to provide a case for equivalence for entry requirements in Section B of this form.

(2) No person who is simultaneously a Candidate for a diploma or a degree at this University or another University may be enrolled as a PhD candidate at the University without the permission of the Academic Board.

Eligibility for Admission-Masters by Research

(1) To be eligible for admission as a candidate for a Masters by research degree a person must --

- a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed in 1 (a).

Note: An applicant who seeks entry on the basis of the latter option (b) is required to provide a case for equivalence for entry requirements in Section B of this form.

(2) Candidates who do not meet the requirements stated in section (1) will be required to undertake an additional programme of study considered by the Board, on the recommendation of the appropriate School, to be, in combination with any relevant past research experience, at least equivalent to a fourth year of advanced undergraduate study and research in a relevant field. The Board will extend as necessary the maximum period of candidature in these cases.

(3) No person who is simultaneously a candidate for a diploma or a degree at this University or another University may be enrolled as a Masters by research candidate at the University without the permission of the Board.

Please supply full details of all study / research for which you have been enrolled at a tertiary institution, completing the table below:

Name of Institution	Name of Course (Degree, Diploma or other)	Completion Date (Or write "incomplete" and give details of enrolment)

If you submitted a thesis please indicate the title of the thesis (adding an explanation if the title is not self-explanatory). Alternatively, if a thesis is in preparation, please give the intended title and the likely date of submission.

Title: _____

Date of Submission: _____

Have you published research or presented research at a conference? Yes No

If yes, please give full titles, names of all contributions, dates and places of publication below:

(Attach an additional sheet if necessary)

For Applicants who have NOT completed an Australian Honours Degree, please complete Section B: Honours Equivalence/Substitute for Entry Qualifications - below.

Section B: Equivalence/Substitute for Entry Qualifications (For completion by the Applicant)

Prior Research Undertaken

In the spaces provided below, please list related research units/subjects taken as part of the qualification(s) identified above. Official transcripts showing results and information about the proportion of any research (thesis/methods) components of the qualifications should be attached. Please include any additional evidence that will assist the Research Higher Degrees Committee (RHDC) in its assessment of your research capacity (e.g. copy of thesis, result achieved for thesis/ research methods unit(s), thesis examination reports, number of internal/external examiners).

Qualification	Unit/ Subject Name	Description	Comments
1.			
2.			
3.			
4.			
5.			
6.			

If there is insufficient space, please add additional pages.

Independent Research Achievements

Independent research achievements may be demonstrated by providing evidence of publications / research papers in the same (or related) area to that of the proposed research program. The details should include:

- The title and authors of publications/research papers
- An assessment of the applicant's contribution to the publications/research papers listed (e.g. 100%, 50%) including the component(s) (e.g. research design, data analysis) the applicant contributed to most
- The type of publication and any evidence of independent assessment, e.g. refereed journal article, refereed conference paper/abstract, government or commercial report
- An evaluation of the quality of the publication/conference in which an article/research paper appears/is presented
- Information on any prizes/awards based on research outcomes e.g. 'best paper award' at a conference

If there is insufficient space, please add additional pages.

Other Relevant Research Experience

The presentation of evidence of other relevant research experience should be directed at enabling the RHDC to make a judgment on the quality of the research experience. Evidence might include:

- Names and locations of relevant employers
- Length/relevance of positions held
- Level and nature of research undertaken
- Results/outcomes of the research experience

If there is insufficient space, please add additional pages.

Other Relevant Information

Please provide any other relevant information not covered above e.g. creative arts exhibitions.

If there is insufficient space, please add additional pages.

Section C: Details of Candidature (for completion by the Applicant)

1. Please give the Names and Addresses of two Academic Referees:

(It is the responsibility of the applicant to send the Federation University confidential referee report templates to their referees)

Name	Address	Fax No. or Email Address if known

*Referee Reports are audited by Research Services.

*Please note that completed and signed referee reports should be sent from a Business/Institution email to research.degrees@federation.edu.au.

2. Proposed Title of research project. Please also attach a summary (250 words) of your intended project to this application.

3. Study Fraction:

Full-time

Part-time

4. (a) At which campus will you be based?

Ballarat

Gippsland

(b) In which Faculty and School do you wish to complete your Higher Degree by Research?

Faculty of Education and Arts	
	School of Education
	School of Arts, Humanities and Social Sciences

Faculty of Health	
	School of Nursing, Midwifery and Healthcare
	School of Health Science and Psychology

Faculty of Science and Technology	
	School of Applied and Biomedical Sciences
	School of Engineering and Information Technology

Federation Business School	
	Federation Business School, Gippsland
	Federation Business School, Ballarat

(c) Have you contacted a staff member regarding supervision?

Yes No

If yes please, enter their name here _____

Please Note

It is expected that full-time students devote at least 32 hours a week on average to their studies and that part-time students devote at least 16 hours a week on average to their studies. You should not apply for candidature unless you are prepared to commit this amount of time, as you cannot otherwise normally expect to make satisfactory progress. It is also the responsibility of the candidate to meet regularly and maintain contact with their Principal Supervisor.

5. Are you a recipient of a scholarship?

Yes No

If yes, please give details.

6. Are you applying for a scholarship?

Yes No

7. Citizenship:

Australian or NZ Citizen	<input type="checkbox"/>	Permanent Resident	<input type="checkbox"/>	Overseas Applicant	<input type="checkbox"/>
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(a) If you are an Overseas applicant, and not an Australian Citizen or Permanent Resident, please attach evidence of your English-language competence (see Checklist table located below).

(b) If you are an Overseas applicant, and not an Australian Citizen or Permanent Resident, please indicate the date, nature and period of your visa (if applicable) and the country of which you are a citizen.

(c) If you are an Overseas applicant, what is the official language of your country?

8. Contractual Arrangements

Have you been asked to sign any contractual agreement(s) relating to your research by an outside sponsor or institution? Yes No If “yes”, please attach copies.

Checklist for Sections B & C (The following documentation must be attached)	
All applicants must provide the following:	
	Transcripts of academic records
	List of published work (and first page of each publication)
	250 Word Summary of intended project
	Australian citizens must provide a copy of their birth certificate or passport
	Permanent Residents must provide a copy of their visa and passport
	Overseas Applicants must provide a copy of their passport
	Copies of contractual agreement with outside sponsor or institution (if applicable)
	One copy of your Honours or Masters thesis abstract
	If you are applying for a Postgraduate Research Scholarship (stipend) and your final results are not yet on your academic transcript: <ul style="list-style-type: none"> • Certified final Honours or Masters result must be sent to Research Services by Friday 28 November 2014.
Overseas students can meet English language requirements for entry into research higher degree programs by:	

	<p>Achieving at least the minimum score in one of the following formal tests of English language proficiency:</p> <ul style="list-style-type: none"> • IELTS (International English Language Testing System) – achieving a minimum score of 6.5 (no band less than 6.0);OR • TOEFL (American Test of English as a Foreign Language) – achieving a minimum score 580 plus a TWE (Test of Written English) score of 5.0;OR • TOEFL computer-based-achieving a minimum score of 237 plus an essay rating (ER) score of 5.0 • TOEFL Internet-based Total - Score 92-93 - plus achieving a minimum score of 22 in Writing.
	<p>A request for exemption from English language proficiency requirements will only be considered under exceptional circumstances. To build a case for waiving the English proficiency requirement the applicant will need to submit a request in writing and provide two or more the following with supporting evidence:</p> <ul style="list-style-type: none"> • A certified statement that the official language of the country of origin is English. • A certified statement that instruction and assessment at the prior university was conducted in English. • A certified statement that the applicant currently engages in teaching using English. • Evidence of publications in English substantially written by the applicant.

Please note: If the above information is not provided there will be delays in the consideration of your application.

Declaration by Applicant

I DECLARE that the certificates and other information I have submitted with this application are a true and accurate record of all academic results I have achieved at each University and tertiary educational institution which I have attended and I hereby authorise Federation University Australia to make enquiries of, and to obtain records from, any university and tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I ACKNOWLEDGE that my failure to disclose my true and complete tertiary academic record may result in my being excluded from the University.

/ /

Signature (hand written)

Date

End of Section A, B & C

Once this application is completed please send by email to: research.degrees@federation.edu.au

OR

Research Services

Federation University Australia,

PO Box 3191,

Gippsland Mail Centre, Vic, 3841

Australia

Telephone No: +613 5122 6345 or +613 5327 6262

SECTION D: SUPERVISORS

1. Supervisor(s) Proposed for this Applicant

Supervisor Level	Title	Name	Email Address
Principal Supervisor			
			/ /
	Signature		Date
Number of Current Students you are supervising	PhD	FT_ PT_	Masters FT_ PT_
Date of End of Appointment/Tenure:			
Associate/Co-Supervisor *			
			/ /
	Signature		Date
Number of Current Students you are supervising	PhD	FT_ PT_	Masters FT_ PT_
Date of End of Appointment/Tenure:			
Associate/Co-Supervisor*			
			/ /
	Signature		Date

*All nominated staff must be registered on the Register of Supervisors and must attend supervisor accreditation training. External supervisors must also be approved for the Register of Supervisors. Please contact Research Services for more information and an application form.

(a) What arrangements have been put in place, for carrying on supervision in the event of the supervisor's position not being renewed before the completion of the candidature?

2. Research Proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including any requirement for particular facilities (such as travel or fieldwork, library, equipment or other resources). Please DO NOT enter the project summary here.

3. Completion feasibility

Can the candidate reasonably be expected to complete the project and submit the thesis within the minimum period PhD-3 years full-time (6 years part-time) and the maximum period 4 years full-time (8 years part-time); Masters-1.5 years full-time (3 years part-time) and the maximum period 2 years full-time (4 years part-time)

Yes

No

4. Is the candidate transferring from a Master's degree?

Yes

No

If so, please give some indication of progress to date, and grounds for upgrading the project to PhD level.

End of Section D

Please forward to the Associate Dean, Research/HDR co-ordinator for completion of next section.

SECTION E: Associate Dean, Research/HDR Co-ordinator

Please refer to page 2 for eligibility for admission before completing this section.

Is the Applicant eligible for admission into a PhD? Yes No

Is the Applicant eligible for admission into a Masters? Yes No

1. Appropriateness of the Nominated Supervisor/s

(a) Please comment on the appropriateness of the nominated supervisor(s) having regard to the nature of the proposed research.

(b) Do the nominated supervisor(s) (including co-supervisor(s) and external supervisor(s) in your view have sufficient experience in supervision?

Yes No

Please provide details

(c) Do the nominated supervisor(s) in your view have a sufficient background in research?

Yes No

(d) Are the nominated supervisor(s) registered on the Register of Supervisors?

Yes No

(e) Seminars, workshop, communication networks

Briefly comment on how the School or Faculty and supervisory panel will facilitate the attendance at and presentation of seminars and workshops by the candidate and the development of communication networks. In particular indicate the number and nature of the seminars expected to be presented by the candidate.

2. Source Materials & Facilities

Please indicate whether the source-materials and facilities required for the research will be available at this University, or whether the candidate is expected to require materials outside the University.

3. Office Space/Computer Facilities

Please indicate whether office and computer facilities will be available at this University or whether the candidate will require office space/computer facilities outside the University.

4. Ethics Clearance

(a) Does the project require clearance from the University's Human Research Ethics Committee or Animal Ethics Committee?

Yes No

(b) If so, when is it envisaged that an application will be made?

5. Conditions of Offer

(a) Please list any conditions which the student must meet prior to candidature, or adhere to during candidature

(b) Proposed Date of Commencement

6. Recommendation for Funding of Place and Scholarships

Please note: This is a recommendation from the School to the RHDSC only. No guarantee is given that a recommendation will be accepted and enacted by the RHDSC if the candidate is offered candidature.

(a) Recommendation for Funding of Place

Research Training Scheme (RTS) Place	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Domestic Full-Fee Paying Place (if yes, please complete section F)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Special Overseas Students Scholarship (SOSS)*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
International Full-Fee Paying Place (if yes, please complete section F)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*Schools must provide funds for the Program fees and demonstrate that these funds are from non-DEST sources.

(b) Recommendation for other awards+:

Australian Postgraduate Award (APA) with stipend	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Federation University Australia Postgraduate Research Scholarship (FedUniPRS)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
International Postgraduate Research Award (IPRS)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

+Scholarship Application forms must be filled out for stipend places.

7. School Endorsement* of Candidate

*The Endorsement of the candidate is undertaken by the Dean or nominee (eg. Associate Dean, Research/HDR Co-ordinator)

In my opinion:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| (a) the proposed research is appropriate and feasible for PhD/Masters candidature | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (b) the applicant is appropriately qualified to pursue PhD/Masters candidature | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (c) has the student met the English requirements? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If no, please state why you have accepted the student without the required English proficiency as stated below.

ADR or Nominee

/ /

Name

Signature

Date

8. Thesis format options

Original
Scholarship &
Research

By
Publication

Preparation & Presentation
of a Major work or
collection of works

SECTION F: RHDSC* ENDORSEMENT

* Research Higher Degree Sub Committee

Admission Details

Semester/Year	AOU	Program Code	EFTSL	Programs

Based on the information provided, I am satisfied that the candidate is eligible to be considered for Doctor of Philosophy or Master by Research candidature.

Chair or Executive
Officer RHDSC

/ /

Name

Signature

Date

SECTION G: Fee Paying Programs

(Including Full & Partial Scholarships)

This form is to be used when a student is enrolling as a fee-paying student in a Federation University Australia higher education Program. Although primarily intended for students enrolling in a post-graduate program, this form may also be used when international students in undergraduate Programs are granted scholarships over the duration of their Program. The completed form should be attached to the front of the student's enrolment form.

1. Student Details			
Student Name:		ID Number:	
Program Code:		Program Name:	
Program Charge (per annum):			
Full Time Staff Member:	Yes / No	International Student:	Yes / No

2. Employer Contribution Details			
Contribution per Program:	\$	AUD	Total Contribution: \$ AUD
Employer Name:			
Billing Address:			

3. School Contribution Details			
Contribution per	\$	AUD	Total Contribution: \$ AUD
Account Code:		Amount:	
Account Code:		Amount:	
Account Code:		Amount:	
Head of School Authorisation:			

4. Student Contribution Details

Contribution per Program:	\$	AUD	Total Contribution:	\$	AUD
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5. Total Contribution to Student Program

Total Contribution:	\$	AUD
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6. School Declaration

All Program details and charges as detailed on this form are correct.

Dean of School
(or nominee)

Name	Signature	Date
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